

## TRS Web Contribution Reporting Manual (8/30/2005)

Thank you for using the Teachers' Retirement On-line Reporting system. Your work and help is appreciated. Since we respect your time and the competing priorities of your job, TRS wants to make the process of entering and updating member wages and employer contributions as efficient and easy as possible. Any suggestions for the program or this manual are welcome – just let anyone at TRS know what is not working as well as it could for you.

### Overview

The TRS Web Contribution Reporting site allows you to enter, correct, submit, and review employer and employee contributions to the Montana Teachers' Retirement System. Essentially the process consists of three steps:

1. **Copy forward** a prior month's contributions or **upload** a file of current contributions.
2. **Update and verify** the contribution information
3. **Submit** the contribution information to the TRS

The site also allows you to review prior contributions for your TRS employees as well as make adjustments to past submittals as necessary. All submitted changes go directly into the TRS computer system for further verification and processing.

### Getting Started

Access this web page at: <http://www.trs.mt.gov/employers/>. In order to use the web page you will need:

- A computer,
- A connection to the internet,
- A web browser.

You will want to have handy, wage and contribution reports for the current period so as to check totals. This is a production system and all work goes directly into the TRS databases. You will know you are at the proper site because the web page will look similar to the following (Figure 1):

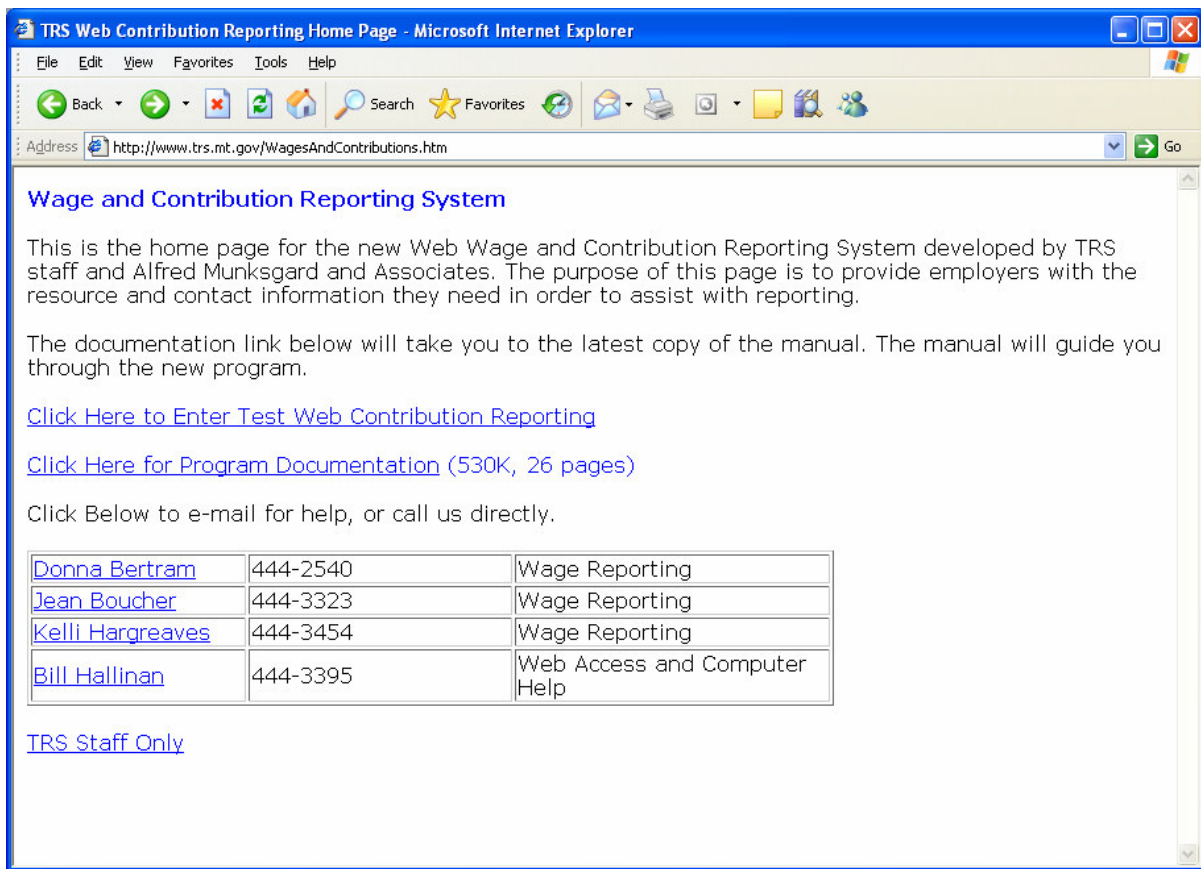


Figure 1

## General Information and Hints

Here are some helpful hints on how to get the most out of the entry screen. Many of the screens contain the same buttons. Here are the commonly used buttons and their functions:

**Search**

If the Search button is present on the screen, you can press the Clear button to clear the screen, enter values in the first line of the summary or detail fields and press Search to look up those records. If records are not present the resulting screen will be blank. Press the Back button on the browser to return to where you started.

**Save**

**You must press the Save button to save any changes you make on a screen.** The Save button will save work entered in entry fields. An entry field on a screen has a light gray border. Display fields are grayed out.

**Clear**

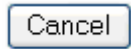
The Clear button clears the contents of the fields, but does not affect saved data. It is helpful to use when searching to clear the screen, enter the values to be found, and press the Search button.

**Reset**

Reset will return the screen values to the values that were present before any screen information was changed. This is a helpful button when you want to return to the original values.

**Home**

The Home button takes you to the main menu.



Pressing the Cancel button will cancel the present operation and return you to the prior screen.

[<< Previous List](#) Some screens allow you to page forwards and backwards through the information. Click this link to move backwards. If you want to keep any changes on this screen, make sure to first click the Save button.

[Next List >>](#) Click this link to move forewards. If you want to keep any changes on this screen, make sure to first click the Save button.

[<< Previous Page](#) Same as << Previous List.

[Next Page >>](#) Same as Next List >>.

### Logging On

To logon to the test system, click on the link: 'Click Here to Enter the Web Contribution Reporting Test System.' At the login screen, use your TRS employer ID for the Employer field. Your password is your Tax ID number. If these numbers do not work when entered, please contact the TRS staff listed on the test home page (Figure 1).

Montana TRS Web Contribution Reporting

Employer 560021

Password ●●●●●●●●

Login

Figure 2

### Main Menu (Home)

The main menu for the TRS Web Contribution Reporting system looks like the following.

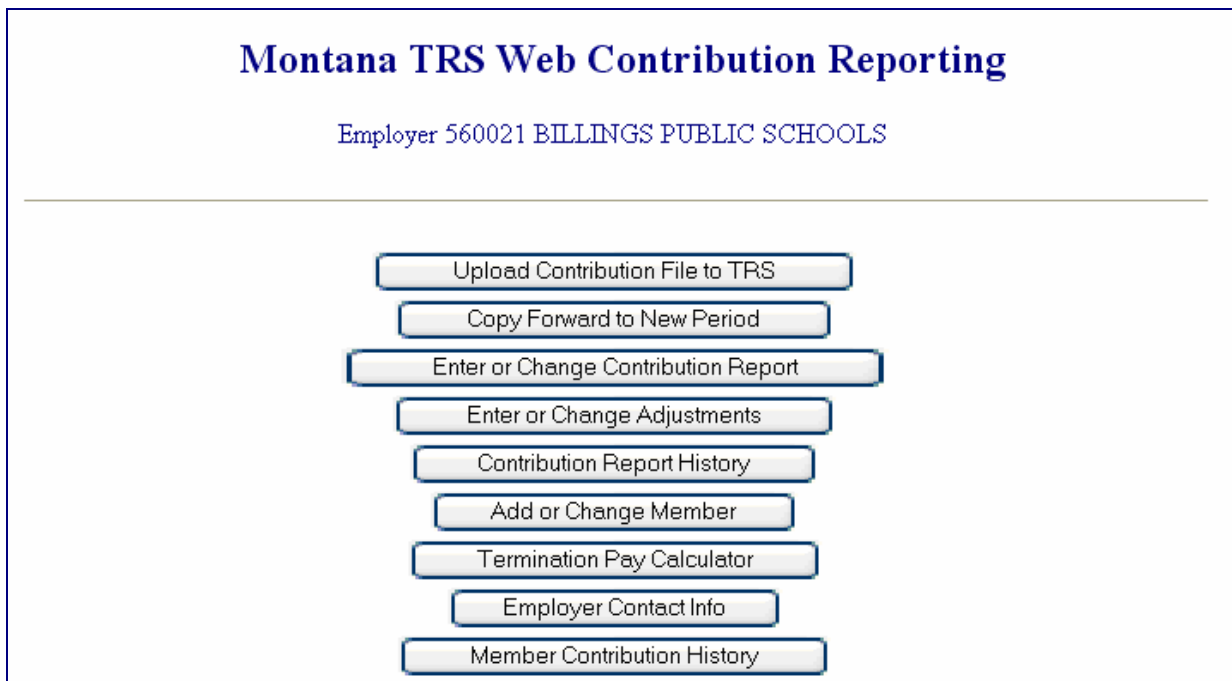


Figure 3

The Main Menu options are:

- **Upload Contribution File to TRS** Used to move a contribution file created by your accounting/payroll system to the TRS. This is a three-step process of uploading the file, processing it, and reviewing the results.
- **Copy Forward to New Period** This option copies any previous months contribution report on the TRS database to a current, unprocessed, month. This option copies forward previous entries so only the changed and new entries have to be edited.
- **Enter or Change Contribution Report** This option allows you to change the TRS Employee's contribution amounts up to the time you submit your work to TRS. You can leave and return to the program to edit. You do not need to complete the submission to TRS in one sitting. Remember to save your work as you go along.
- **Enter or Change Adjustments** This option allows one to submit an adjustment to a previous month's posted contributions.
- **Contribution Report History** A report of the history of all contributions submitted by an employer.
- **Add or Change Member** Add or change members reported for the current month. [4/8/05 – Need to reconsider how this is implemented. Discussion of limiting input, allowing no changes for working retirees, limiting input upon validation.]
- **Termination Pay Calculator** A termination pay calculator that uses real-time TRS data to help arrive at accurate estimates of the employee and

employer contributes due TRS under termination pay options 1 and 2.

- Employer Contact Information

Change TRS information about the employer contact. Please keep this information up to date.

- Member Contribution History

A screen report of all your TRS members' contributions on file.

## Upload Contribution File to TRS

If you have an accounting/payroll system capable of creating a the TRS upload file, you can use this option to select the file, process it, and review the results. Any errors or warnings can be corrected on line. All errors must be corrected before the report can be submitted to the TRS. TRS urges you to read the warnings and correct as many as possible, so you have fewer messages with which to deal with each month.

The file sent to TRS has a special format. TRS publishes the layout for the upload file here: <http://www.trs.mt.gov/publications/180-ByteLayout.PDF>. Please review it if you are interested in providing an upload file each month. For each upload file you will need to enter the month and year for the data you are uploading. Make sure the data contained in the file you select has the correct employer number, month, and year.

An overview of the process looks like this:

1. Create current upload file from your accounting/payroll system and save it where you can find it on your computer or network.
2. Login to the TRS Web Contribution site and select the Upload Contribution File menu option.
3. Enter the correct Reporting Period -- Month and Year. (Figure 4 and 5)
4. Leave the Sequence Number blank.
5. If you want to overwrite a previous upload for the Reporting Period, select 'Yes' for Override
6. Press the 'Next Step' button.
7. Upload the contribution file. (Figure 6 and 7)
8. Process the contribution file. (Figure 5, button at bottom). This may take up to 2 minutes for a large organization.
9. Review the messages generated by the upload. (Figure 8)

**Upload Contribution File**

Agency 560021 BILLINGS PUBLIC SCHOOLS

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Please enter the report period you are uploading

Report Month (MM)

Report Year (YYYY)

Sequence Number

Type

Override

---

Figure 4

Select the file to upload by clicking on 'Step One: Upload File' button. A new window will pop-up to allow you to select the file. **Note: if your internet browser is set to not allow pop-ups -- pop-ups are additional browser windows that pop-up, often with advertisements -- you will have to temporarily enable the browser to allow pop-ups.**

**Upload Contribution File**

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Step One: Upload File

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Agency 560021 BILLINGS PUBLIC SCHOOLS

Report Month (MM) 09

Report Year (YYYY) 2004

Sequence Number

Type Contribution

Process Cancel

Figure 5

Select the file by 1) clicking on the Browse button, 2) finding the file in the file explorer, and 3) double clicking on the file name. This will put the file name in the box below. Click on the 'Upload File' to upload the file.

**Step One: Upload File**

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Select a file to upload... O:\uploads\560021-200509.txt Browse...

Upload File Cancel

Figure 6

Once the file is uploaded, the screen displays a message showing the upload was successful (Figure 7). Click on the 'Go to step two, process file' button to close the window and continue processing the file.

### Step One: Upload File

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Upload Successful for: 560021 report period: 200409 -- File Name: 560021-200409.txt

[Go to Step 2: Process File](#)

Figure 7

You will see the Upload Contribution Screen (Figure 5). Click the 'Process' button at the bottom of the screen. Processing may take 10 to 60 seconds. If it takes longer than 3 minutes, please call TRS support staff.

If the upload is unsuccessful, a series of error messages may appear. The example below shows such error messages for a file that is not in the correct format for uploading. Errors on this screen may have to be corrected in the original file before resubmitting it to the TRS.

### Contribution Edit Messages

Agency 560021 BILLINGS PUBLIC SCHOOLS    Period 9 2004

| Member | Name | Edit Type    | Edit Message                               |
|--------|------|--------------|--|
| Upload |      | <b>Error</b> | SSN is invalid (72701383A)                 |
| Upload |      | <b>Error</b> | Contribution amount is invalid (72701383A) |

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[Reset](#)    [Edit Messages](#)    [Contrib Summary](#)    [Home](#)

Figure 8

If the load is unsuccessful, it is typically because one of the following reasons: the wrong file was loaded, the file is not in the correct format, or the file is not for the correct reporting period. The original file must be corrected and uploaded again.

The following is a sample list of possible errors:

- Employer number is invalid
- Pay period/year does not match
- Pay period or year is invalid
- Record type must be 1 or 2
- SSN is invalid format

If the upload is successful, the Contribution Summary screen opens.



**Contribution Summary**

Agency   Period

|                      |              |                       |            |                     |                       |
|----------------------|--------------|-----------------------|------------|---------------------|-----------------------|
| TRS Employees        | 1616         | Add'l Emplr Contrib   | 0.00       | # of Report Periods | 1                     |
| Total FTE            | 1,195.00     | Employer Term Pay     | 0.00       | Final Year-End Rpt  |                       |
| Total FTE Hours      | 37,447.89    | TIAA CREF Contrib     | 0.00       | TIAA CREF Earnings  | .00                   |
| Earnings             | 4,975,554.71 | Total Empr Contrib    | 371,673.94 | Pay Period Date     | 09/30/2004            |
| Regular Contribution | 355,743.25   | Total Due This Rpt    | 742,822.03 | Date Edited         |                       |
| Additional Contrib   | 15,404.84    | Remitted This Report* | 743,000.00 | Date Posted         |                       |
| Member Contrib       | 371,148.09   | Report Over+/Short-   | 177.97     | Edit Status         | 3 Errors, 65 Warnings |
| Employer Contrib     | 371,673.94   | Over/Short Balance    | 0.00       | Post Status         | Not Ready             |

Starting Entry No.  Starting With  Copy to New Period

Detail Sequence

\* Indicates required field

Figure 9

The contribution summary screen allows you to do numerous tasks. Each menu option and the corresponding screen figure follow.

- **Save**  
Click to save values changed on the summary. Summary values must match contribution detail. Use 'Validate Contributions' to check work after any changes.
- **Add**  
Add will only show up after the clear button is pressed. To enter a new report from scratch, click the Clear button, then enter the period and year, the sequence number (optional), and then click Add. Additional information may now be entered.
- **Search**  
Press Clear, then enter the Period information (Month, Year, and Sequence Number – optional) and click Search to load a prior contribution report.
- **Delete**  
Deletes all contribution detail as well as summary records for the month and year indicated.
- **Clear**  
Clears the fields of all values.
- **Reset**  
Resets the original values as of when the screen was loaded.
- **Calculate Totals**  
Quickly calculates the summary totals from the contribution detail. It provides fast totals where as validate provides totals as well as checks every record. It does not validate each record. The Validate Contributions button takes longer, but checks each. After calculating totals, press 'Save' to save your work.
- **Validate Contributions**  
Validates that the summary and detail information matches as well as recalculates totals based on any changes you may have made. This options looks for

potential errors in the detail or summary page that would interfere with the reporting of contributions or submitting the report to TRS.

- View or Change Detail  
Examine the individual contribution records for a reporting period. (Figure 11)
- View Messages  
Displays all messages generated by the process of validating contributions. These are the results from the upload or from pressing the 'Validate Contributions' button. You may want to print this list in order to make correcting the records easier.
- Edit Messages  
Allows you to correct five records at a time that have errors or warnings.
- Submit to TRS  
After all error messages are resolved and the records have been validated, submits the contribution file for processing by the TRS.
- Home  
Return to main menu.
- Print Report  
Prints the summary and contribution detail reports.
- Copy  
To copy this report to a new reporting period, enter the period and year, and then click Copy.
- Remitted This Report  
Make sure to enter the total remitted amount before submitting the report. If there's an overage or shortage of less than \$2.00, the Report Over+/Short- will automatically be made zero and the amount will be added to or subtracted from the Total Employer Contribution.
- # of Report Periods  
If this report covers more than one month, enter the appropriate number.
- Final Year-End Rpt  
Enter 'y' if this is the final report for the fiscal year.
- Starting Entry No.  
Specify the entry number to start with on the detail screens. This applies to the View or Change Detail, View Messages, and Edit Messages screens.
- Starting With  
Specify the last name (or partial last name) to start with on the detail screens. This applies to the View or Change Detail and the Edit Messages screens.
- Detail Sequence  
The entries on the detail screens may be sequenced by the members last name or the member's SSN (alpha or numeric order). If this value is changed, the re-sequencing process takes place when the screen is saved or one of the detail screens is selected. The re-sequencing process may take a little while.

## Adjustment Summary

This screen may be used to enter adjustments for member contributions or wages. The functionality of this screen is the same as the Contribution Summary screen. The Sequence number must be at least 2. Sequence number 1 is reserved for contribution reports. **Adjustments cannot be copied forward.**

| Adjustment Summary   |        |                          |        |                     |   |
|--|--------|--------------------------|--------|---------------------|---|
| Agency   | 150441 | WHITEFISH PUBLIC SCHOOLS | Period | 10                  | 2004  |
|  |        |                          | Seq    | 04                  |   |
| TRS Employees  | 4      | Add'l Emplr Contrib      | 0.00   | # of Report Periods | 1   |
| Total FTE  | 0.00   | Employer Term Pay        | 0.00   | Final Year-End Rpt  |   |
| Total FTE Hours  | 0.00   | TIAA CREF Contrib        | 0.00   | TIAA CREF Earnings  | .00   |
| Earnings   | 0.00   | Total Empr Contrib       | 0.00   | Pay Period Date     | 10/31/2004  |
| Regular Contribution   | 0.00   | Total Due This Rpt       | 0.00   | Date Edited         |   |
| Additional Contrib   | 0.00   | Remitted This Report*    | 0.00   | Date Posted         |   |
| Member Contrib   | 0.00   | Report Over+/Short-      | 0.00   | Edit Status         | Not Edited  |
| Employer Contrib   | 0.00   | Over/Short Balance       | 0.00   | Post Status         | Not Ready   |
| Starting Entry No.   |        | Starting With            |        | Copy to New Period  | <input type="checkbox"/> <input type="checkbox"/> <input type="button" value="Copy"/> |
|  |        | Detail Sequence          |        |                     |   |
| <div>Save Search Delete Clear Reset Calculate Totals Validate Contributions</div> <div>View or Change Detail View Messages Edit Messages Submit to TRS Home Print Report</div> |        |                          |        |                     |   |
| * Indicates required field   |        |                          |        |                     |   |

Figure 10

To do an adjustment you must hit the clear button, a blank screen will appear. Enter the month, year, and sequence number (increment for each adjustment, starting at 2), then press the Add button. Press View or Change Detail to enter in the detail information for the adjustment. Save your work. Press the Home button to return to the Adjustment Summary screen. Check your work by pressing the Validate Contributions button.

### View or Change Detail.

This screen shows the contribution detail for each of the members on your report. Use this screen to adjust any of the information as necessary.

**Contribution Detail**

Agency 560021 BILLINGS PUBLIC SCHOOLS    Period 9 2004

| Member<br>SSN | Name             | Actual<br>Wages | Current<br>Contrib | Calculate<br>Contrib | Service<br>(FTE) | Monthly<br>Hours | Additional<br>Contrib | Member<br>Status | Action<br>Code | Term Pay | Entry<br>Opt Number | Delete?                     |
|---------------|------------------|-----------------|--------------------|----------------------|------------------|------------------|-----------------------|------------------|----------------|----------|---------------------|-----------------------------|
| 999-99-9999   | APERSON, ABE     | 2,897.17        | 207.14             | 207.15               | 1.00             |                  |                       | Full Time        | ▼              |          |                     | 1 <input type="checkbox"/>  |
| 999-99-9999   | BPERSON, BETTY   | 1,506.40        | 107.70             | 107.71               | .00              | 140.00           |                       | Hourly           | ▼              |          |                     | 2 <input type="checkbox"/>  |
| 999-99-9999   | CPERSON, CARL    | 3,781.33        | 270.36             | 270.37               | 1.00             |                  |                       | Full Time        | ▼              |          |                     | 3 <input type="checkbox"/>  |
| 999-99-9999   | DPERSON, DON     | 1,292.76        | 92.42              | 92.43                | .00              | 126.00           |                       | Hourly           | ▼              |          |                     | 4 <input type="checkbox"/>  |
| 999-99-9999   | EPERSON, ED      | 2,603.50        | 186.15             |                      | 1.00             |                  |                       | Full Time        | ▼              |          |                     | 5 <input type="checkbox"/>  |
| 999-99-9999   | FPERSON, FRAN    | 3,197.00        | 228.58             | 228.59               | 1.00             |                  |                       | Full Time        | ▼              |          |                     | 6 <input type="checkbox"/>  |
| 999-99-9999   | GPERSON, GIGI    | 280.00          | 20.02              |                      | .00              | 30.00            |                       | Hourly           | ▼              |          |                     | 7 <input type="checkbox"/>  |
| 999-99-9999   | HPERSON, HERB    | 3,569.67        | 255.23             |                      | 1.00             |                  |                       | Full Time        | ▼              |          |                     | 8 <input type="checkbox"/>  |
| 999-99-9999   | IPERSON, ISABELL | 4,571.08        | 326.83             |                      | 1.00             |                  |                       | Full Time        | ▼              |          |                     | 9 <input type="checkbox"/>  |
| 999-99-9999   | JPERSON, JAN     | 315.00          | 22.52              |                      | .00              | 33.75            |                       | Hourly           | ▼              |          |                     | 10 <input type="checkbox"/> |
| 999-99-9999   | KPERSON, KARI    | 2,955.75        | 211.33             | 211.34               | 1.00             |                  |                       | Full Time        | ▼              |          |                     | 11 <input type="checkbox"/> |
| 999-99-9999   | LPERSON, LINDA   | 2,536.25        | 181.34             |                      | 1.00             |                  |                       | Full Time        | ▼              |          |                     | 12 <input type="checkbox"/> |

Jump to name  or SSN   [Next List >>](#)

Figure 11

- **Save** Save changes to screen. Remember to save any work before leaving the screen.
- **Search** You can find an individual by clicking the Clear button, then typing the member SSN in the top left field and clicking the 'Search' button. You can go directly to a certain member by entering the full or partial last name in the name field then pressing Search. You can also use the jump to name or SSN.
- **Clear** Clears fields for searching. See Search.
- **Reset** Resets the original values as of when the screen was loaded.
- **Name Lookup** Allows you to search by a member's name.
- **Contrib Summary** Returns you to the contribution summary page.
- **Home** Returns you to the home menu.
- **Jump to Name or SSN** Enter full or partial names and SSN, and then click the Go button to move to that particular member in the file.
- **Delete?** One or more records may be deleted by clicking the 'Delete?' box, then clicking Save.

To add additional members: click the Clear button, and then begin entering the additional members, starting at the top. If there are available blank lines on the screen, additional members may be added using the blank lines without first clicking the Clear button. When adding additional members, the name is not displayed until after the screen is saved. If the SSN being added is not found in the TRS database, the name field must be entered in the format of last, first. If you wish to also enter a middle name, enter the name as last, first, middle. For existing members, the name may not be changed on this screen. Members whose name has changed must submit a Name Change form to the TRS.

New members may be added in two ways. One can go to contribution detail and select the action code of 'Add' (Figure 13); or one can use Add or Change Member screen from the main menu before entering

the wages and contributions data. If a new member is added on the contribution screen, please remember to fill in the additional information on the Add or Change Member screen.

Click Save to update the information on the screen to the TRS database. If the update was successful, this message will appear: "Changes were saved". If there was an error preventing the data from being updated, an appropriate error message is presented. Correct the data, then click Save again.

### View Messages

The 'View Messages' option from the Contribution Summary allows one to view 25 messages at a time. It may be helpful to print these messages if it makes correcting the messages easier. Use the Edit Message button to fix problems (Edit the messages, figure 13) or go back to the contribution summary (figure 8):

| Contribution Edit Messages  |                |           |   |
|---|----------------|-----------|---|
| Agency 560021 BILLINGS PUBLIC SCHOOLS Period 9 2004   |                |           |   |
| Member  | Name           | Edit Type | Edit Message  |
| 999-99-9999   | APERSON, ABE   | Warning   | Wages were already posted for this member for this report period    |
| 999-99-9999   | BPERSON, BOB   | Warning   | Member type in the TRS database is Full Time                        |
| 999-99-9999   | CPERSON, CAROL | Warning   | Retired member reporting contributions (07/01/2004)                 |
| 999-99-9999   | DPERSONS, DAVE | Warning   | Reported member type is Full Time, it is Hourly in the TRS database |
| 999-99-9999   | EPERSON, ED    | Error     | Member not found for this employer                                  |
| <div>Reset Edit Messages Contrib Summary Home</div> <div><a href="#">Next Page &gt;&gt;</a></div> |                |           |   |

Figure 12

### Edit Messages

When editing messages, the warnings or errors along with the records to be corrected or reviewed will appear in one screen. Five individuals at a time appear. Read the edit message and respond appropriately. A list of errors follows.

**Edit Contribution Messages**  
Agency 560021 BILLINGS PUBLIC SCHOOLS Period 9 2004

| Member SSN  | Name           | Actual Earnings | Current Contrib | Calculate Contrib | Service (FTE) | Monthly Hours | Additional Contrib | Member Status | Action Code | Term Pay | Opt | Entry Number | Delete?                  |
|-------------|----------------|-----------------|-----------------|-------------------|---------------|---------------|--------------------|---------------|-------------|----------|-----|--------------|--------------------------|
| 999-99-9999 | APERSON, ANDY  | 315.00          | 22.52           |                   | .00           | 33.75         |                    | Hourly        |             |          |     | 10           | <input type="checkbox"/> |
| 999-99-9999 | BPERSON, BILL  | 385.00          | 27.52           | 27.53             | .00           | 41.25         |                    | Hourly        |             |          |     | 33           | <input type="checkbox"/> |
| 999-99-9999 | CPERSON, CAROL | 1,550.17        | 110.83          | 110.84            | .50           |               |                    | Part Time     |             |          |     | 45           | <input type="checkbox"/> |
| 999-99-9999 | DPERSON, DAVE  | 4,520.00        | 323.18          |                   | 1.00          |               |                    | Full Time     |             |          |     | 47           | <input type="checkbox"/> |
| 999-99-9999 | EPERSON, ED    | 1,260.00        | 90.09           |                   | 1.00          |               |                    | Full Time     |             |          |     | 54           | <input type="checkbox"/> |

Jump to name  or SSN   [Next List >>](#)

| Edit Type | Name           | Edit Message  |
|-----------|----------------|---|
| Warning   | APERSON, ABE   | Wages were already posted for this member for this report period    |
| Warning   | BPERSON, BOB   | Wages were already posted for this member for this report period    |
| Warning   | CPERSON, CAROL | Member type in the TRS database is Full Time                        |
| Warning   | DPERSON, DAVE  | Retired member reporting contributions (07/01/2004)                 |
| Warning   | EPERSON, ED    | Reported member type is Full Time, it is Hourly in the TRS database |

Figure 13

You can find an individual by clicking the Clear button, then typing the member's SSN in the top left field and clicking the 'Search' button.

You can go directly to a certain member by entering the full or partial last name in Jump to Name, or entering the full or partial SSN, then clicking the Go button.

One or more records may be deleted by clicking the 'Delete?' box, then clicking Save.

To add additional members, click the Clear button, then begin entering the additional members, starting at the top. If there are available blank lines on the screen, additional members may be added using the blank lines without first clicking the Clear button. When adding additional members, the name is not displayed until after the screen is saved. If the SSN being added is not found in the TRS database, the name field must be entered in the format of last, first. If you wish to also enter a middle name, enter the name as last, first, middle.

For existing members, the name may not be changed on this screen. Use the Add or Change Member screen.

New members may be added on the Add or Change Member screen before entering the wage and contribution data on this screen. If a new member is added on this screen, please remember to fill in the additional information on the Add or Change Member screen.

Here is a list of errors: [Should the how to fix text be on the web page with the message? – 4/8/2005]

| Contribution error messages               | Suggestions -- Some but not all ways of correcting errors |
|---|---|
| Member was not found.                     | Use Action field "Add."                                   |
| Member SSN is not valid.                  | Check the SSN and if necessary reentering a valid SSN     |
| Employee not found for this employer.     | Use the Action field "Add."                               |
| Service not allowed for this member type. | Delete FTE or Hours.                                      |

| Hours only allowed for Hourly member status.                    | Enter hours and using 0.0 for FTE.   |
|---|--|
| Hourly member must have hours reported.                         | Report hours or if no earnings in period, delete contribution record or change action field to 'Terminate' |
| Term pay option only allowed when term pay amount is entered.   | Remove term pay option, or enter term pay amount. Chose Option 1 or 2                                      |
| Member does not have retired status.                            | Do not report as a Working Retiree.  |
| Member contribution is not within the acceptable range.         | Check contribution or earnings.  |
| Actual Earnings are zero.                                       | Use Action field 'Terminate' or delete record.   |
| Monthly hours are positive but contribution amount is negative. | Earnings and hours have to have the same sign -- either both positive numbers, or negative numbers.        |
| Contribution reported without service.                          | Must report either FTE or hours.   |
| Contribution or service not allowed for terminating member.     | Must terminate on the next month's report with zero earnings and no FTE or hours.                          |
| Service is positive but contribution amount is negative.        | Earnings and service have to have the same sign - - either both positive numbers, or negative numbers.     |
| Last name is missing  | Enter last name.   |
| First name is missing   | Enter first name.  |
| Additional contribution for future Tax-deferred Election Date   | Monthly report date must equal or be after the Tax-deferred Election Date.                                 |
| Term Pay contribution for future Tax-deferred Election Date     | Monthly report date must equal or be after the Tax-deferred Election Date.                                 |
|   |  |
| Contribution warning messages                                   |  |
| Suggestions -- Some but not all ways of correcting warnings     |  |
| Employee currently on leave is receiving wages.                 |  |
| This member is currently Full Time with a different employer.   |  |
| Monthly hours are negative but contribution amount is positive. |  |
| Part time hours are negative.                                   |  |
| Part time hours exceed standard hours for full month.           |  |
| Term pay contribution is already posted for this employee       |  |
| Member type in the TRS database is Working Retiree.             | Check to see if reported correctly.  |
| Member type in the TRS database is Work after Retirement.       | Delete   |
| Member type in the TRS database is not TIAA CREF.               | Check to see if reported correctly.  |
| Member type in the TRS database is Full Time.                   |  |
| Member type in the TRS database is Hourly for this employer.    |  |

| Wages were already posted for this member for this report period.              |  |
|--|--|
| Member currently on leave reporting contributions.                             |  |
| Terminated member receiving wages.   | Cannot terminate with earnings reported for employee. Terminate on next period's report. |
| Deceased member receiving wages.   |  |
| Retired member receiving wages.  |  |
| Retired member reporting contributions.  |  |
| Contribution amount reported without service.                                  |  |
| Service not allowed for this member type.                                      | Delete FTE or hours.   |
| Contributions not allowed for this member type.                                | Delete Contributions.  |
| Reported member type = x, in the TRS database = y.                             | Reported member type is different from the member type in the TRS database.              |
| Retired member is being reported as a TIAA CREFF member.                       | Report as Working Retiree.   |
| Service reported without contributions.  |  |
| Service is negative but contribution amount is positive.                       |  |
| Service is negative.   |  |
| The hire date could not be found for this member.                              | Employee needs to submit Membership Forms to the TRS.                                    |
| The gender is unknown for this member.   | Employee needs to submit Membership Forms to the TRS.                                    |
| This member is Full Time and has an FTE < 1.00.                                |  |
| This member is Part Time and has an FTE >= 1.00.                               |  |
| The FTE exceeds the number of months being reported.                           |  |
| This SSN is duplicated for this report.  | Report individual only once and delete duplicate.  |
|  |  |
| <b>Contribution summary errors</b>   | <b>Suggestions -- Some but not all ways of correcting errors</b>                         |
| The summary total wages does not match the calculated wages.                   | Recalculate totals or Validate contributions   |
| The summary employee contributions does not match calculated amount.           |  |
| The summary employee additional contribution does not match calculated amount. |  |
| The summary employer contributions does not match calculated amount.           |  |
| The summary service months does not match calculated amount.                   |  |
| The summary part time hours does not match calculated amount.                  |  |
| The summary TIAA CREF wages does not   |  |



|  |  |
|--|--|
| match calculated amount.   |  |
| The summary TIAA CREF contribution does not match calculated amount. |  |

### Print Reports

From the Contribution Summary screen, you can print both the summary (Figure 15) and detail reports (Figure 16).

| <b>Print Contribution Report</b>   |              |                         |                        |
|--|--------------|-------------------------|------------------------|
| Agency   | 560021       | BILLINGS PUBLIC SCHOOLS | Period 09 2004         |
| TRS Employees  | 1,616        | Period End Date         | 09/30/2004             |
| Earnings   | 4,975,554.71 | Date Posted             |                        |
| Total Member Contribution  | 371,148.09   | Final Year-End Rpt      |                        |
| Total Employer Contribution  | 371,673.84   | Edit Status             | 10 Errors, 65 Warnings |
| Total Due This Report  | 742,821.93   | Post Status             | Not Ready              |
| Remitted This Report   | 743,000.00   |                         |                        |
| <input type="button" value="Summary Contribution Report"/> <input type="button" value="Detail Contribution Report"/>   |              |                         |                        |
| <input type="button" value="Clear"/> <input type="button" value="Reset"/> <input type="button" value="Contrib Summary"/> <input type="button" value="Home"/> |              |                         |                        |

Figure 14

Summary contribution report:

| TEST -- MT Teachers' Ret. Sys. -- TEST           |              |                               |              |
|--|--------------|-------------------------------|--------------|
| Contribution Summary Report                      |              |                               |              |
| Reporting Agency: 560021 BILLINGS PUBLIC SCHOOLS |              | Report Period: September 2004 |              |
| TRS Employees                                    | 1616         | # of Report Periods           | 1            |
| Total FTE  | 1,195.00     | Final Year-End Rpt            |              |
| Total FTE Hours                                  | 37,447.89    | TIAA CREF Earnings            | .00          |
| Earnings   | 4,975,554.71 | Period End Date               | 09/30/2004   |
| Regular Contribution                             | 355,743.25   | Date Edited                   |              |
| Additional Contrib                               | 15,404.84    | Date Posted                   |              |
| Member Contrib                                   | 371,148.09   | Edit Status                   | Errors Exist |
| Employer Contrib                                 | 371,673.84   | Post Status                   | Not Ready    |
| Add'l Emplr Contrib                              | .00          |                               |              |
| Emplr Term Pay                                   | .00          |                               |              |
| TIAA CREF Contrib                                | .00          |                               |              |
| Total Empr Contrib                               | 371,673.84   |                               |              |
| Total Due This Rpt                               | 742,821.93   |                               |              |
| Remitted This Report                             | 743,000.00   |                               |              |
| Report Over+/Short-                              | 178.07       |                               |              |
| Over/Short Balance                               | 0.00         |                               |              |

Figure 15

Detail contribution report:

| TEST -- MT Teachers' Ret. Sys. -- TEST           |                |              |                 |               |                               |              |           |                            |
|--|----------------|--------------|-----------------|---------------|-------------------------------|--------------|-----------|----------------------------|
| Contribution Detail Report                       |                |              |                 |               |                               |              |           |                            |
| Reporting Agency: 560021 BILLINGS PUBLIC SCHOOLS |                |              |                 |               | Report Period: September 2004 |              |           |                            |
| Member   | Name           | Actual Wages | Current Contrib | Service (FTE) | Monthly Hours                 | Addl Contrib | Memb Stat | Act Termpay Cd Contrib Opt |
| 999-99-9999                                      | APERSON, ABE   | 2,897.17     | 207.14          | 1.00          |                               |              |           |                            |
| 999-99-9999                                      | BPERSON, BOB   | 1,506.40     | 107.70          |               | 140.00                        |              | H         |                            |
| 999-99-9999                                      | CPERSON, CAROL | 3,781.33     | 270.36          | 1.00          |                               |              |           |                            |

Figure 16

## Copy Forward to New Period

From both the Contribution Summary screen and the Main Menu, one can copy forward summary and contribution information from any previous period. This relieves one of having to re-enter data each month. Once the records are copied forward, all one has to do is edit the changed records.

If attempting to copy to a reporting period that has already been posted, the following error is issued: "A posted report already exists for this period - Cannot copy." If copying to a reporting period that already exists, but has not been posted, the following error is issued: "A report already exists for this period - Press 'Copy' again to override".

When the copy function has completed, the Contribution Summary screen is presented. For larger agencies, the copy function may take over one minute.

The screenshot shows a web form titled "Copy Forward to New Period". At the top, there are input fields for "Agency" (560021), "BILLINGS PUBLIC SCHOOLS", "Period" (09), and "2004". Below these are several rows of data, each with a label and a corresponding value in a text box: TRS Employees (1,616), Earnings (4,975,554.71), Total Member Contribution (371,148.09), Total Employer Contribution (371,673.84), Total Due This Report (742,821.93), Remitted This Report (743,000.00), Period End Date (09/30/2004), Date Posted (empty), Final Year-End Rpt (empty), Edit Status (10 Errors, 65 Warnings), Post Status (Not Ready), and Copy to New Period (10, 2004). A "Copy to New Period" button is located next to the last row. At the bottom of the form are four buttons: "Search", "Clear", "Reset", and "Home".

| Copy Forward to New Period  |                                |
|---|--------------------------------|
| Agency  | 560021 BILLINGS PUBLIC SCHOOLS |
| Period  | 09 2004                        |
| TRS Employees   | 1,616                          |
| Earnings  | 4,975,554.71                   |
| Total Member Contribution   | 371,148.09                     |
| Total Employer Contribution   | 371,673.84                     |
| Total Due This Report   | 742,821.93                     |
| Remitted This Report  | 743,000.00                     |
| Period End Date   | 09/30/2004                     |
| Date Posted   |                                |
| Final Year-End Rpt  |                                |
| Edit Status   | 10 Errors, 65 Warnings         |
| Post Status   | Not Ready                      |
| Copy to New Period  | 10 2004                        |
| <input type="button" value="Copy to New Period"/>   |                                |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Reset"/> <input type="button" value="Home"/> |                                |

Figure 17

## Contribution Report History

The contribution report history is a screen by screen report of each month's contribution made by the employer. From this screen also, one can move to the contribution summary screen as well as copy the report forward to a future, not posted reporting period.

| Contribution Report History    |      |      |                |                |                  |             |              |                         |                      |
|--------------------------------|------|------|----------------|----------------|------------------|-------------|--------------|-------------------------|----------------------|
| 560021 BILLINGS PUBLIC SCHOOLS |      |      |                |                |                  |             |              |                         |                      |
| Period                         | Year | Type | Posting Status | Member Contrib | Employer Contrib | Over/Short  | Total        | Summary                 | Copy Forward         |
| 1                              | 2005 | Cont | Submitted      | .00            | .00              | .00         | .00          | <a href="#">Summary</a> | <a href="#">Copy</a> |
| 11                             | 2004 | Cont | Edit           | 398,326.68     | 371,464.22       | -769,790.90 | .00          | <a href="#">Summary</a> | <a href="#">Copy</a> |
| 9                              | 2004 | Cont | Errors         | 371,148.09     | 371,673.84       | 178.07      | 743,000.00   | <a href="#">Summary</a> | <a href="#">Copy</a> |
| 8                              | 2004 | Cont | Posted         | 46,729.22      | 47,246.88        | 26.58       | 94,002.68    | <a href="#">Summary</a> | <a href="#">Copy</a> |
| 7                              | 2004 | Cont | Posted         | 36,834.72      | 37,218.50        | -26.58      | 74,026.64    | <a href="#">Summary</a> | <a href="#">Copy</a> |
| 8                              | 2004 | Adj  | Posted         | 374.17         | 390.91           | .00         | 765.08       | <a href="#">Summary</a> | <a href="#">Copy</a> |
| 6                              | 2004 | Cont | Posted         | 1,567,921.97   | 1,764,022.69     | .00         | 3,331,944.66 | <a href="#">Summary</a> | <a href="#">Copy</a> |
| 2                              | 2004 | Adj  | Posted         | .00            | .00              | -104.53     | .00          | <a href="#">Summary</a> | <a href="#">Copy</a> |

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Figure 18

## Add or Change Member

An employer may add or change TRS members reported on their monthly reports. First one looks up a member (Figure 19). If the member is not found in the TRS database, the Add New Member screen will appear (Figure 20 or 21). If the member is not found in the employer's records, the Add Member for this Employer screen will appear (Figure 20). If the member exists already with the employer, the Change Member screen appears (Figure 21). If the member exists already with the employer, but the member's primary employer is a different employer, then the Change Member for this Employer screen will appear (Figure 20).

| Add or Change Member                  |  |
|---------------------------------------|--|
| Member SSN                            | <input type="text" value="999-99-9999"/>   |
| <hr/>                                 |  |
| <input type="button" value="Submit"/> | <input type="button" value="Clear"/>       |
| <input type="button" value="Reset"/>  | <input type="button" value="Name Lookup"/> |
| <input type="button" value="Home"/>   |  |

Figure 19

Add Member screen:

**Add Member for this Employer**

|                 |                                |                      |  |
|-----------------|--------------------------------|----------------------|--|
| Member          | 999-99-9999                    |                      |  |
| Name            | APERSON, ABE                   |                      |  |
| Address         | 123 MAIN STREET                |                      |  |
|                 | HELENA                         | MT 59601             |  |
| Effective Date  | <input type="text"/>           |                      |  |
| Member Type     | <input type="text" value="v"/> |                      |  |
| Pay Period/Year | <input type="text"/>           | <input type="text"/> |  |

Figure 20

When adding a new member you will need to verify the effective date of employment, member type, and the first pay period (month/year) that the member/employee begins working for the employer.

## Change Member Screen:

**Change Member**

|                   |                   |
|-------------------|-------------------|
| Member            | 999-99-9999       |
| Last Name         | APERSON           |
| First Name        | ABE               |
| Middle Name       | A                 |
| Suffix            |                   |
| Member Type       | Full Time Member  |
| Address           | 1234 1ST STREET   |
| City/State/Zip    | BILLINGS MT 59100 |
| Home Phone        |                   |
| Work Phone & Ext. |                   |
| Gender            | Male              |
| Date Hired        | 10/12/1999        |
| Marital Status    |                   |
| Marital Date      |                   |
| Email Address     |                   |

[Save](#) [Clear](#) [Reset](#) [Back](#) [Home](#)

Figure 21

The change member screen will allow you to change all fields for members that have not be verified by TRS. Once a member has completed a TRS membership form, only the directory information will be available for changes.

## Termination Pay Calculator

Employers can calculate the employee and employer contributions due under termination pay option 1 and 2 by using the Termination Pay Calculator. First, search for the employee by entering the employee's (member's) SSN and pressing the 'Search' button. Enter the retirement date, termination pay amount, and press the Calculate button. The termination pay amounts will appear for both termination pay options 1 and 2. Please see the TRS web site or your employer's manual for more information about TRS termination pay options 1 and 2.

### Termination Pay Calculator

|                  |  |                         |
|------------------|--|-------------------------|
| Member           | <input type="text" value="999-99-9999"/> | APERSON, ABE            |
| Employer         | <input type="text" value="560021"/>      | BILLINGS PUBLIC SCHOOLS |
| Date of Birth    |  |                         |
| Member Age       |  |                         |
| Retirement Date  | <input type="text" value="07/01/2005"/>  |                         |
| Years of Service | <input type="text" value="9.83"/>        |                         |
| Termination Pay  | <input type="text" value="5,000.00"/>    |                         |

---

|               |                                       |                                       |
|---------------|---------------------------------------|---------------------------------------|
| Contribution: | Employee Cost                         | Employer Cost                         |
| Option 1      | <input type="text" value="1,818.55"/> | <input type="text" value="1,931.60"/> |
| Option 2      | <input type="text" value="357.50"/>   | <input type="text" value="373.50"/>   |

---

Figure 22

### Employer Contact Information

The employer can update the contact information for TRS records. Please check this contact information and update it as necessary.

### Employer Contact Info

|                   |  |
|-------------------|--|
| Employer          | <input type="text" value="560021"/>  |
| Name              | <input type="text" value="BILLINGS PUBLIC SCHOOLS"/>   |
| Address           | <input type="text" value="415 N 30TH ST"/>   |
| City/State/Zip    | <input type="text" value="BILLINGS"/> <input type="text" value="MT"/> <input type="text" value="59101"/>   |
| Business Phone    | <input type="text" value="406"/> <input type="text" value="999-9999"/> Ext: <input type="text"/>   |
| Fax               | <input type="text" value="406"/> <input type="text" value="999-9999"/>   |
| Contact Payroll   | <input type="text" value="PAYROLL, JUDY"/> Phone <input type="text"/> <input type="text"/> Ext: <input type="text"/>                                 |
| Contact Personnel | <input type="text" value="PERSONNEL, PAULA"/> Phone <input type="text" value="406"/> <input type="text" value="999-9999"/> Ext: <input type="text"/> |
| Email Address     | <input type="text" value="ppersonnel@billings.k12.mt.us"/>   |
| Password          | <input type="text"/> Confirm <input type="text"/>  |

---

Figure 23

## Name Look-Up:

This screen may be accessed from the Contribution Detail and the Edit Contribution Messages screens using the Name Lookup button. It can be used to find a member within the selected reporting period by entering the full or partial last name. Members within this reporting period are displayed alphabetically by last name, starting with the first name that matches the entered Last Name. If no matches are found, the next name is displayed.

Click the Select link for the desired member to return to the previous screen.

| Name Look-Up  |             |                        |
|---------------|-------------|------------------------|
| Last Name:    | ABC         | SSN: --                |
| Name          | SSN         | Select                 |
| ABC, ADAM     | 999-99-9999 | <a href="#">Select</a> |
| ABCDE, BONNIE | 999-99-9999 | <a href="#">Select</a> |

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Figure 24

## Member Look-Up by Name

This screen may be accessed from any screen that has the Name Lookup button. It can be used to find a member using the

- full last name,
- full last name plus full or partial first name,
- partial last name,
- partial SSN, or
- sounds-like last name.

The first name (or partial first name) is only used in conjunction with the full last name. You can find members who are currently or have previously been employed by your employer.

The sounds-like feature allows you to find a person even though you may not know the exact spelling of the last name. Enter the last name, as you believe it is spelled followed by a question mark (?). This will find all members with last names that sound like the name entered. The first name is not used in combination with this feature.

When the desired member has been found, click the Select link to return to the previous screen.



**Member Look-Up by Name**

Last Name:  First Name:  SSN:

| Name | SSN | Type | Effective Date | Employer | Select                 |
|------|-----|------|----------------|----------|------------------------|
|      |     |      |                |          | <a href="#">Select</a> |
|      |     |      |                |          | <a href="#">Select</a> |

Figure 25

The employee or a list of employees will appear below. Click on the select button to see their contribution history (Figure 25).

**Member Look-Up by Name**

Last Name:  First Name:  SSN:

| Name         | SSN         | Type   | Effective Date | Employer | Select                 |
|--------------|-------------|--------|----------------|----------|------------------------|
| APERSON, ABE | 999-99-9999 | Member | 10/12/1999     | 560021   | <a href="#">Select</a> |
|              |             |        |                |          | <a href="#">Select</a> |

Figure 26

### Member Contribution History Report:

This screen shows posted wage and contribution information for the employer's TRS employees. If adjustments have been made, there may be multiple lines for a pay period. Enter the member's SSN, then click Search, or use the Name Look up button.

**Member Contribution History**

Member

999-99-9999

APERSON, ABE

| Period | Year | Actual Wages | Member Contrib | Additional Contrib | Term Pay Contrib | Date Posted | Member Status | Entry Number |
|--------|------|--------------|----------------|--------------------|------------------|-------------|---------------|--------------|
| 06     | 2004 | 8,691.51     | 621.42         | .00                | .00              | 07/09/04    | Full Time     | 1            |
| 05     | 2004 | 2,897.17     | 207.14         | .00                | .00              | 06/07/04    | Full Time     | 1            |
| 04     | 2004 | 2,897.17     | 207.14         | .00                | .00              | 05/07/04    | Full Time     | 1            |
| 03     | 2004 | 3,347.17     | 239.32         | .00                | .00              | 04/05/04    | Full Time     | 1            |
| 02     | 2004 | 3,145.81     | 224.92         | .00                | .00              | 03/09/04    | Full Time     | 1            |
| 01     | 2004 | 2,897.17     | 207.14         | .00                | .00              | 02/18/04    | Full Time     | 1            |
| 12     | 2003 | 2,897.17     | 207.14         | .00                | .00              | 01/14/04    | Full Time     | 2            |
| 11     | 2003 | 2,897.17     | 207.14         | .00                | .00              | 12/17/03    | Full Time     | 1            |
| 10     | 2003 | 4,346.76     | 310.79         | .00                | .00              | 11/07/03    | Full Time     | 1            |
| 09     | 2003 | 2,857.58     | 204.31         | .00                | .00              | 10/10/03    | Full Time     | 1            |
| 08     | 2003 | 799.92       | 57.19          | .00                | .00              | 09/16/03    | Full Time     | 1            |
| 06     | 2003 | 8,208.00     | 586.86         | .00                | .00              | 07/15/03    | Full Time     | 1            |

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Figure 27